SECRETARY OF THE SENATE PUBLIC RECORDS

2019 JAN 29 AM 11: 43

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Erica Ann Suares	
Name of Traveler:	
Office of the M	lajority Leader
Employing Office/Committee:	
Th	e Congressional Institute
Travel Expenses Paid by (List all sources):	
1/31/18-2/1/18	
Travel Date(s):	· · · · · · · · · · · · · · · · · · ·
Private Description/Title of Attached Forms:	Sponsor Travel Certification Form
	•
Purpose of Amendment (describe the reason f	
submission contained the interim version of the	ne Private Sponsor Travel Certification Form (PSTCF).
This amendment contains the final version of	the PSTCF.
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January 29, 2019	
(Date)	(Signature of Traveler)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

•	Sponsor(s) of the trip (please list all sponsors): <u>Congressional Institute</u>
<u>!</u> .	Description of the trip: An educational policy conference to examine important issues with policy
	experts and Members of the House and Senate.
3.	Dates of travel: <u>January 31 - February 2, 2018</u>
1 .	Place of travel: White Sulphur Springs, WV
5.	Name and title of Senate invitees: See Attached List
5.	l certify that the trip fits one of the following categories: (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
	—OR — (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7.	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal. - AND-
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
3.	I certify that: The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement. - AND -
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9.	USE ONLY IF YOU CHECKED QUESTION 6(B) I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	 (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member officer, or employee on any segment of the trip. OR -
	 (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10). - OR -
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	The Congressional Institute is the sole organizer and conductor of this event.
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
	The purpose of the Congressional Institute (a 501(c)4 organization) is to promote
	public education about Congress and to hold educational conferences for Members
•	of Congress, staff and others.
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:
	The Congressional Institute has a long history of sponsoring educational conferences
	for Members of Congress and staff. The Institute also sponsors retreats for Chiefs
	of Staff and Legislative and Communication Directors.

trips):						
The Institute c	onducts im	portant research	h projects consiste	nt with its mission a	and	
develops reso	urces such	as a House Floo	or Procedures Man	ual and the book Su	ırviving	
Inside Congre	ss. The inst	<u>ltute also mana</u>	ges the Congress	es the Congressional Art Competition.		
Total Expenses	Expenses for Each Participant:					
	T	ransportation Expenses	Lodging Expenses	Meal	Other Expenses	
Good Fair estimate	h	\$267	\$93 + tax	\$64	\$223 Facility Rental	
☐ Actual Amounts		Spouse (if applicable): \$267	Spouse (if applicable): \$0	Spouse (if applicable):\$64	Spouse (if applicable):: \$157	
	b) the trip in		-	anized without regard rganized specifically v	_	
participation or congressional p	b) the trip in articipation:	ivolves an event t	that is arranged or o	_	to congressional	
participation or congressional p This event is a participation.	b) the trip in articipation:	volves an event t	cificially with regar	rganized.specifically v	to congressional	
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21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
	Lodging: Per Diem: \$93 vs. Our room rate: \$93
	Meals: Per Diem (2 half days): \$76.50 vs. our meal costs: \$64
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
	Atendees will travel via charter coach-class train to the Greenbrier and by bus on
	the return trip.
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event: N/A
25.	I hereby certify that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you must include a complete signature page for each additional sponsor): Signature of Travel Sponsor: Name and Title: Mark Strand, President
	· · · · · · · · · · · · · · · · · · ·
	Name of Organization: Congressional Institute
	Address: 1700 Diagonal Road #730, Alexandria, VA 22314
	Telephone Number: <u>703-837-8812</u>
	Fax Number: 703-837-8817
	E-mail Address: Strand@conginst.org

PRIMARY TRIP SPONSOR FORM ADDENDUM

Question 16: Other Expenses:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be \$223 as disclosed on the sponsor form.

2018: Senate Staff

Irst Name	Last Name
ohn	Abegg
ehrti	Barkley
larry _.	Black
ohn ,	Chapuis
David	Cleary
itev e	Donaldson
ama ·	Dove
tobert	Duncan
trendan	Dunn
Intonia	Ferrier
vnn Marie	Hauser
om .	Hawkins
leth	Jafari
an e e e e e e e e e e e e e e e e e e e	Kunsman
Bronwyn	Lance-Chester
ane	Lee
Catie	Lingle
iazen	Marshall
Stacy	McBride
ominique	McKay
tefanie	Muchow
rendon	Plack
avid	Рорр
Monica.	Рорр
icott	Raab
latalie	Rogers

Office of the Senate Majority Leader
Senate Republican Policy Committee
Chaplain of the Senate
Office of the Senate Majority Whip
Office of Senator Alexander
Office of the Senate Majority Leader
Secretary for the Majority
Assistant Secretary for the Majority
Office of the Senate Majority Leader
Office of the Senate Majority Leader
Senate Republican Conference
Office of the Senate Majority Leader
Office of Senator Cornyn
Senate Republican Policy Committee
Senate Republican Policy Committee
Office of the Senate Majority Leader
Senate Republican Conference
Office of the Senate Majority Leader
Senate Rules Committee
Senate Republican Conference
Office of the Senate Majority Leader
Senate Republican Conference
Office of the Senate Majority Leader
Office of the Senate Majority Whip
Office of the Senate Majority Leader
Office of Senator Gardner

Institution

Job Title Chief Counsel **Policy Director** Chaplain Policy Advisor Chief of Staff Policy Advisor Secretary for the Majority Assistant Secretary for the Majority Policy Advisor & Counsel Communications Center Staff Director Deputy Staff Director National Security Advisor Chief of Staff Staff Director Communications Director Policy Advisor Press Secretary **Policy Director** Chief of Staff Press Secretary Director of Operations Staff Director Communications Director

Chief of Staff

Policy Advisor

Chief of Staff

Mati
Chandler
Sharon
Don
Emily
Erica
Terry
Ryan
Kathy

Sandgren
Smith
Soderstrom
Stewart
Stewart
Stotmeister
Suares
Van Doren
Wrasse
Wright

Office of Senator Hatch
Senate Republican Conference
Office of the Senate Majority Leader
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Office of the Senate Majority Leader
Senate Republican Conference

Chief of Staff
Communications Director
Chief of Staff
Deputy Chief of Staff
Staff Assistant

Policy Advisor

Communications Director

Policy Advisor for Nominations